



Job Description

<i>POSITION TITLE:</i>	Local History Manager
<i>CLASSIFICATION:</i>	Manager
<i>REPORTS TO:</i>	Assistant Director
<i>DIRECT REPORTS:</i>	Museum Specialist, Local History Associate
<i>SALARY RANGE:</i>	Starting at \$53,950 annual salary [R20]
<i>STATUS:</i>	Full-time; Exempt

SUMMARY OF RESPONSIBILITIES

The Local History Manager is responsible for maintaining the collection of the Local History Center and the Anti-Saloon League Museum and sharing these collections with the public through tours, programs, displays, online resources and research assistance.

RESPONSIBILITIES

- Envisions, interprets and anticipates community local history needs and develops programs, displays, printed pieces, online resources, and services to meet those needs.
- Collects materials for the Local History Museum and the Anti-Saloon League Museum within the collection policy and refers non-conforming materials to more appropriate museums/repositories.
- Maintains a collection management policy to ensure the quality of the collections and the way they are used, stored, organized and preserved.
- Prepares and presents programs on Westerville history and the temperance movement.
- Provides research assistance for customers.
- Provides support for educators using the Local History and Anti-Saloon League collections through workshops and online curriculum materials.
- Tapes oral history interviews to add to the collection.
- Responsible for the care and custody of materials, furniture and equipment within the Local History Center and Anti-Saloon League Museum.
- Seeks grants and other alternate funding sources to support existing and new collections & programs.
- Supervises the department staff and allocates specific work assignments and responsibilities pertaining to departmental operations and services.
- Interviews, hires, develops and evaluates department staff.
- Recommends policies, procedures and new services and advises the Assistant Director on department operations.
- Actively works with Marketing Manager to promote the Local History Center and Anti-Saloon League Museum.
- Represents the department on the Advisory Council.
- Maintains a positive relationship with the Ohio History Center; the Westerville Historical Society and other appropriate organizations.
- Acts as liaison with the Westerville Historical Society and serves as an ex-officio member of the Society's board.

- Makes recommendations regarding the facility to preserve the longevity of the collection.

REQUIREMENTS

- College Degree in History or a related field required. Master's Degree in History, Library Science or related field strongly preferred.
- Three years of experience in a Public Library or Historical Society setting.
- Expertise in conducting historical research in archives and libraries.
- Experience creating public displays of information using physical, video, and digital tools.
- Experience in creating/managing a range of programs, including, but not limited to educational and outreach activities, exhibitions, and online initiatives.
- Understanding of cataloging/collection database methods and best practices.
- Two years of experience in a team environment as a working manager/supervisor.
- Excellent oral and written communication skills.
- Demonstrated ability to build relationships and lead collaborative initiatives internally and externally to leverage support for and participation in programs.
- Ability to resolve conflict effectively between staff members and resolve customer complaints.
- Must possess the skills to independently plan, analyze and structure staff assignments to provide efficient and effective library service.

PHYSICAL REQUIREMENTS

- Physical requirements include: moderate activity work – exerting up to 30 pounds of force occasionally and/or negligible amount of force frequently to carry, lift, push, pull or otherwise move objects.
- Periodically requires leading a local area tour of up to three miles in any type of weather.
- Standing for long periods may be required on an occasional basis.
- The worker is required to have close visual acuity to perform an activity such as: viewing a computer terminal; extensive reading.

For an application see the Westerville Public Library Careers page at <http://westervillelibrary.org/careers>.

EOE